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CHANDIGARH ADMINISTRATION
PERSONNEL DEPARTMENT

Notification

The 4th August, 2021

No. RR(176)-IH(9)-2021/10982.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966 and in supersession of all the Recruitment Rules for the posts of Data Entry Operator notified by the various departments of the Chandigarh Administration, the Administrator, Union Territory, Chandigarh, hereby makes the following rules, regulating the method of recruitment to Group 'C' post (Non-Ministerial) in the Chandigarh Administration, namely :—

1. (i) **Short title and Commencement.**—These rules may be called the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Application :**

These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.

3. **Number of posts, classification and scale of pay :**

The number of posts, their classification and the scale of pay shall be as specified in columns 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and qualification, etc :**

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

5. **Disqualification :**

No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living

OR

- (b) who, having a spouse living, has entered into or contracted a marriage, with any person, shall be eligible for the appointment to the said posts :

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.

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6. **Power to relax :**

Where the Administrator, Union Territory of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

7. **Savings :**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

Adviser to the Administrator,
Union Territory, Chandigarh.

SCHEDULE

1. Name of post	Data Entry Operator
2. No. of Posts	10 (Ten) Subject to variation dependent on work load
3. Classification	General Central Civil Services (Group 'C') Non-Ministerial
4. Scale of Pay	Rs. 10300-34800 + Grade pay Rs. 3200
5. Whether Selection post or Non-Selection post	Selection
6. Age limit for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.)
7. Educational and other qualification required for Direct Recruits	(i) Graduation from recognized University or Institution alongwith Diploma in Computer Science/Computer Applications/Information Technology from a recognized University or Institution. OR A Degree in Computer Science/ Computer Applications/ Information Technology from a recognized University. (ii) The candidates have to qualify English Typewriting Test at the speed of 35 words per minute on Computer.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9. Period of probation, if any	Three years
10. Method of recruitment whether by Direct recruitment or by promotion or by Deputation / Transfer and percentage of the vacancies to be filled by various methods	Direct Recruitment
11. In case of Recruitment by Promotion /Deputation/ Transfer is to be made	Not Applicable
12. If a Departmental Promotion Committee exists, what is its composition	Not Applicable
13. Circumstances in which UPSC is to be consulted in making recruitment.	Not Applicable

CHANGE OF NAME

I, Ravinder Singh, S/o Gurbakhsh Singh, H. No. 2795, Sector 37-C, Chandigarh, have changed my name to Ravinder Singh Lamba.

[413—1]

I, Archana Masoan, W/o Karan Arora, R/o # 2447, Sector 38-C, Chandigarh, have changed my name to Archana Masoan Arora, After Marriage.

[414—1]

I, Raj, W/o Dharampal, R/o # 3328, Sector 25-D, Chandigarh, have changed my name to Rajwanti.

[415—1]

I, Sudesh Verma, D/o Kalu Ram Arora, # 3086, Sector 44-D, Chandigarh, have changed my name to Sudesh Arora.

[416—1]

I, Sunil Shah, S/o Sh. Akshay Kumar, R/o # 1114, Phase-2, Ram Darbar, Chandigarh, have changed my name from Sunil to Sunil Shah.

[417—1]

I, Beena, W/o Charan Singh, R/o # 25, Indra Awass Colony, Ramdarbar, Phase-1, Chandigarh, have changed my name to Tashviro.

[418—1]

I, Deoraj Prajapati, son of Late Dujawa Prajapati, residence of # 805, PEC, Campus, Sector 12, Chandigarh, have changed my minor daughter's name from Shreya to Shreya Prajapati.

[419—1]

I, Harsh, S/o Deoraj Prajapati, Resident of # 805, PEC Campus, Sector 12, Chandigarh, have changed my name to Harsh Prajapati.

[420—1]

I, Monika, W/o Vikash, R/o 491, Kajheri, Sector 52, Chandigarh. I have changed my name from Monika to Dulari.

[421—1]

I, Anu Choudhary, W/o Sanjesh Kataria, R/o House No. 711/27, Bapu Dham Colony, Sector 26, Chandigarh, have changed my name to Anu Choudhary Kataria.

[422—1]

I, Dalip Kumar, S/o Tarsem Lal, # 541, Bapu Dham Colony, Sector 26, Chandigarh, declare that after the death of my father, my mother remarriage with Shri Dharm Chand. Now my Father's name will be Dharam Chand in future for all purposes.

[423—1]

I, Pammi, W/o Pramod Srivastav, R/o H. No. 1240-F, Sector 7-B, Chandigarh, have changed my name from Pammi to Pammi Srivastav. Concerned Note.

[424—1]

I, Vikram Jeet, S/o Chura Ram, # 822, near mata Rajkaur Gurudwara, Manimajra, Chandigarh, have changed my name to Vikramjit.

[425—1]

I, Poonam *Alias* Poonam Devi, W/o Jasbir Singh, # 26, Village Kishangarh, Chandigarh, have changed my name to Poonam Rani.

[426—1]

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